

**MEDIATION APPOINTMENT LETTER**

Date: \_\_\_\_\_

Dear \_\_\_\_\_:

As requested by \_\_\_\_\_,

I have scheduled you for a Mediation Session on \_\_\_\_\_

at \_\_\_\_\_ (A.M./P.M.) in \_\_\_\_\_.

If you have any questions or concerns please call me at: \_\_\_\_\_.

\_\_\_\_\_  
Signature

**Please bring this letter with you to the mediation session.** We are looking forward to seeing you. Remember, this is not a formal disciplinary action and is a **confidential** session. This is a chance to solve problems so that both sides feel that some progress has been made to resolve a conflict.